



SANTA MARIA HIGH SCHOOL

ADMINISTRATIVE DUTIES

2021-2022

SMHS

Blue - indicates changes eff. 12-1-21

Steve Campbell <i>Principal</i>	IVAN DIAZ <i>Assistant Principal</i> Student Affairs	MONICA PALLAN <i>Assistant Principal</i> Curriculum & Instruction	TIM VINCENT <i>Assistant Principal</i> Special Programs	JULES MANFREDA <i>Dean Of Students</i>
Monica Garcia Administrative Assistant	Denise Robles Administrative Assistant	Melissa Barredo Administrative Assistant	Leticia Juarez Administrative Assistant	Veronica Morales Administrative Assistant
Admin Meetings Board Meetings Budget: Title I/Admin/MAA Department Chairs/Guiding Coalition Newsletters/411 Parking Personnel Public Relations School Site Council Shared Decision Making Student Teachers WASC Website	Activities/ASB/Link Crew/ Field Trip Approvals Athletics/Director Attendance Business Office Classified Absences Community Liaison Covid Discipline - Major Front Desk Graduation Ceremony Health Office Outreach Consultant Pictures/ID Cards Ren Learn School Safety/A.L.I.C.E	A-G/Grade Rate Academic Awards College & Career Center Counseling Crisis Intervention ELD: <i>BIA's/ELAC/EL Specialist/</i> Instructional Aids - Reg Ed <i>Translators</i> Guidance Technicians Intervention Lab Specialist Intervention - TOSA's Master Schedule OTCR/Independent Studies Records Office Summer Program	504's/SSTs AP/PSAT Testing Avid Back to School Night Testing: CAASPP/CAST & <i>Surveys/ACT/AP/SAT/PSAT</i> Certificated Absences Library/Textbooks/Lottery Budget Instructional Aids –Special Ed Substitutes Techers Transportation Williams Act Xerox	Cal Soap Discipline/ISI - Minor Peer After School Security/School Resource Off. Technology/Tech TOSA's Tutoring/Tutor.com VLA
<p align="center">(Departments)</p> <ul style="list-style-type: none"> ◆ Ag ◆ Non-permanent Teachers 	<p align="center">(Departments)</p> <ul style="list-style-type: none"> ◆ Business ◆ Industrial Technology ◆ International Lang. ◆ ISI ◆ Math ◆ VPA 	<p align="center">(Departments)</p> <ul style="list-style-type: none"> ◆ Counseling ◆ English ◆ Independent Study 	<p align="center">(Departments)</p> <ul style="list-style-type: none"> ◆ Family Cons. Science ◆ Special Ed ◆ Social Studies 	<p align="center">(Departments)</p> <ul style="list-style-type: none"> ◆ Science ◆ PE

SHARED DUTIES: After-School Activities / Campus Supervision / Evaluations / Parent Conferences/Parent-Community Events/Rallies/Discipline